

Created by:



# DESCRIPTION OF LOCALIZATION FUNCTIONALITIES ON BC365

20.05.2020.

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# 1 STANDARD PACK FEATURES

## 1.1 VAT forms (VAT Statement, PDV-S, PDV-ZP, OPZ-stat)

Taxpayers have obligation to regularly submit VAT forms. Forms should be submitted monthly or quarterly, depending on the size of your business and total income.

The VAT forms can be created automatically from NAV. In Search bar you should type in "VAT DS". List of VAT reports that matches this description will appear.

TELL ME WHAT YOU WANT TO DO

vat ds

Go to Reports and Analysis Show less (3)

VAT Form DS	Reports and Analysis
VAT report ZP DS	Reports and Analysis
VAT report PDV-S DS	Reports and Analysis

### 1.1.1 VAT Statement (Form)

The taxpayer should, for the taxation period, determine the VAT liability and state it in the VAT statement, which lists all the information required for the calculation.

Select "VAT Form DS" from the list and click on it. New window will automatically open.

TELL ME WHAT YOU WANT TO DO

vat ds

Go to Reports and Analysis Show less (3)

VAT Form DS	Reports and Analysis	
VAT report ZP DS	Reports and Analysis	
VAT report PDV-S DS	Reports and Analysis	

Here you need to enter taxation reference period. Optionally you can enter other relevant data such as Pre-tax corrections, Return or Deposit from previous period, etc.

Once you entered reference period click Preview.

VAT FORM DS

From date ..... 1.8.2020

To date ..... 31.8.2020

Month of calculation ..... 8

Calculation No. .... 0

Pre-tax correction ..... 0,00

Under the previous calculation: unpaid taxes up to th... 0,00

Return ..... 0,00

Deposit ..... 0,00

Transfer of return ..... 0,00

The amount of the annual proportional to reclaim inp... 0,00

Export to E-porezna ☐

**Delivery value**

II. TAXABLE SUPPLIES

1 (5%)		0,00
--------	--	------

Send to... Print Preview Cancel

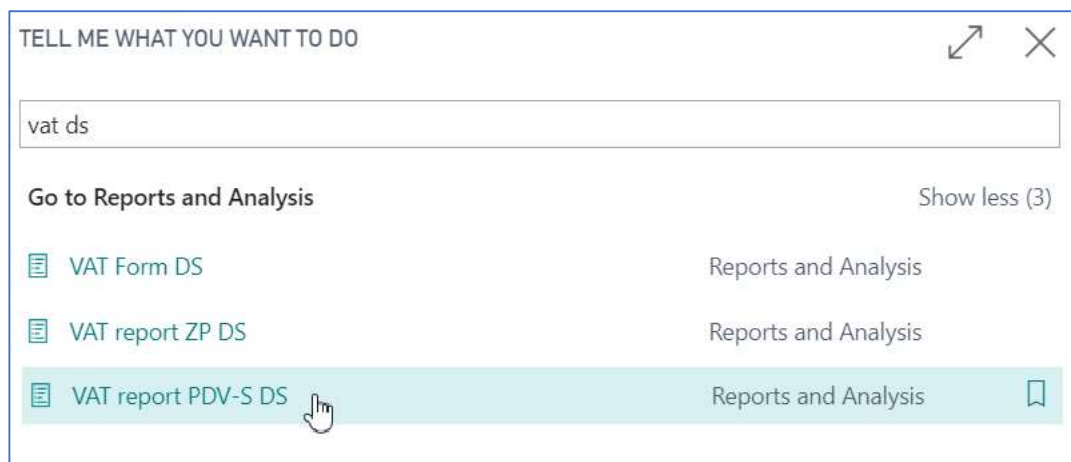
VAT form will be filled with VAT entries created in reference period you entered before.

VAT PAYER (name,surname and adres:city, street and number)	VAT AGENT (name, surname and adres:city, street and number)	VAT ADMINISTRATION OFFICE	
DignetSoftware Cebini 28 Novi Zagreb			
VAT REGISTRATION NO.	AGENT VAT REGISTRATION NO.	VAT REGISTRATION FOR THE PERIOD	
14948753009		FR 1.8.2020 TO 31.8.2020 YEAR 2020 OM	
DE Scription	VAT BASE (amount in kuna and lipa)	VAT AT RATE OF 5%, 10% and 25% (the amount in kuna and lipa)	
CALCULATION VAT IN COMPLETED TRANSACTIONS GOODS AND SERVICES - TOTAL (I + II)	17.250,00	X X X X X	
I. TRANSACTIONS THAT ARE NOT TO TAX - TOTAL (1.+2.+3.+4.+5.+6.+7.+8.+9.+10.)	2.750,00	X X X X X	
1.DELIVERIES IN CROATIA FOR RECIPIENT CALCULATED VAT (domestic transfer tax liability)	2.000,00	X X X X X	
2.SUPPLIES OF GOODS CARRIED OUT IN ANOTHER MEMBER STATE	0,00	X X X X X	
3. DELIVERIES WITHIN THE EU	0,00	X X X X X	
4. SERVICES PERFORMED WITHIN THE EU	0,00	X X X X X	
5. DELIVERIES TO PERSONS WITHOUT A SEAT IN RH	0,00	X X X X X	
6. ASSEMBLY AND INSTALLATION OF GOODS IN ANOTHER MEMBER STATE OF THE EU	0,00	X X X X X	
7. DELIVERIES OF NEW MEANS OF TRANSPORT IN THE EU	0,00	X X X X X	
8. DOMESTIC DELIVERY	750,00	X X X X X	
9. EXPORT DELIVERIES	0,00	X X X X X	
10. OTHER EXEMPTIONS	0,00	X X X X X	
II. TAXABLE TRANSACTIONS - TOTAL (1.+2.+3.+4.+5.+6.+7.+8.+9.+10.+11.+12.+13.+14.+15.)	14.500,00	3.385,00	
1. DELIVERIES OF GOODS AND SERVICES IN CROATIA at a rate of 5%	0,00	0,00	
2. DELIVERIES OF GOODS AND SERVICES IN CROATIA at a rate of 13%	2.000,00	260,00	
3. DELIVERIES OF GOODS AND SERVICES IN CROATIA at a rate of 25%	12.500,00	3.125,00	
4. RECEIVED DELIVERIES IN CROATIA FOR RECIPIENT CALCULATED VAT (domestic transfer tax liability)	0,00	0,00	
5. ACQUISITION OF GOODS WITHIN EU at a rate of 5%	0,00	0,00	
6. ACQUISITION OF GOODS WITHIN EU at a rate of 13%	0,00	0,00	
7. ACQUISITION OF GOODS WITHIN EU at a rate of 25%	0,00	0,00	
8. RECEIVED SERVICES FROM EU at rate of 5%	0,00	0,00	
9. RECEIVED SERVICES FROM EU at rate of 13%	0,00	0,00	
10. RECEIVED SERVICES FROM EU at rate of 25%	0,00	0,00	
11. RECEIVED GOODS AND SERVICES FROM VAT PAYERS WITHOUT THE SEAT IN THE RH at the rate of 5%	0,00	0,00	
12. RECEIVED GOODS AND SERVICES FROM VAT PAYERS WITHOUT THE SEAT IN THE RH at the rate of 13%	0,00	0,00	
13. RECEIVED GOODS AND SERVICES FROM VAT PAYERS WITHOUT THE SEAT IN THE RH at the rate of 25%	0,00	0,00	
14. LATER EXEMPTION EXPORT WITHIN PERSONAL PASSENGER TRAFFIC	0,00	0,00	
15. VAT CHARGED ON IMPORT	0,00	0,00	
III. CALCULATED PRE-TAX - TOTAL (1.+2.+3.+4.+5.+6.+7.+8.+9.+10.+11.+12.+13.+14.+15.)	500,00	125,00	
1. PRE-TAX OF RECEIVED DOMESTIC DELIVERIES at a rate of 5%	0,00	0,00	
2. PRE-TAX OF RECEIVED DOMESTIC DELIVERIES at a rate of 13%	0,00	0,00	
3. PRE-TAX OF RECEIVED DOMESTIC DELIVERIES at a rate of 25%	500,00	125,00	
4. PRE-TAX OF RECEIVED DELIVERIES IN CROATIA FOR RECIPIENT CALCULATED VAT	0,00	0,00	

### 1.1.2 VAT-S

An integral part of the VAT Statement is the VAT-S report through which the Application for acquisition of goods and services from other EU Member States is made, if such entries were within a certain period

Select "VAT report PDV-S DS" from the list. New window will automatically open.



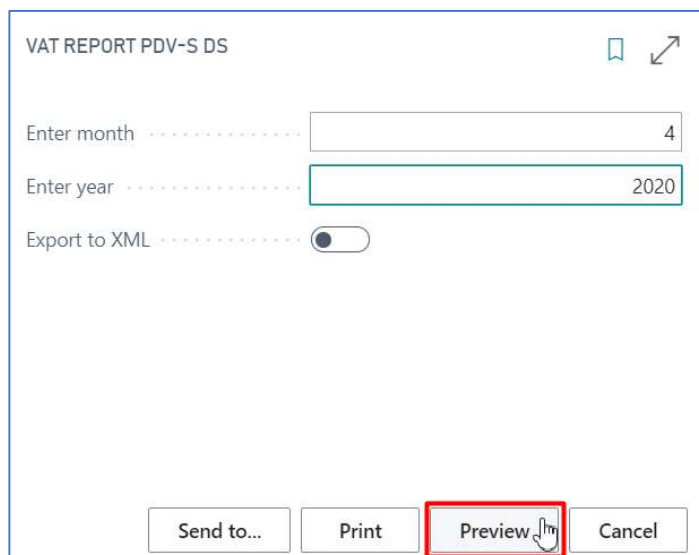
TELL ME WHAT YOU WANT TO DO

vat ds

Go to Reports and Analysis Show less (3)

VAT Form DS	Reports and Analysis
VAT report ZP DS	Reports and Analysis
VAT report PDV-S DS	Reports and Analysis

Taxation reference period in this window is automatically filled with previous taxation period, since current period is not finished yet. Click Preview to create a report.



VAT REPORT PDV-S DS

Enter month ..... 4

Enter year ..... 2020

Export to XML ..... ☐

Send to... Print Preview Cancel

**FORM VAT-S**

**Registration for the acquisition of goods nad services recieved from other Member States of the EU  
for month April, year 2020**

TAX ADMINISTRATIO N BRANCH OFFICE	Zagreb	VAT Identification No. of the Supplier (w/o Country Code)	HR14948753009
OFFICE		Tax Payer (Name / First Name, Surname)	DignetSoftware
		Address (town, street and number)	Novi Zagreb Cebini 28
		Tax Agent VAT ID No.	HR

Ord. No.	Supply Country Code	VAT Identification No. of the Supplier (w/o Country Code)	Value of Acquired Assets (in Kunas and Lipas)	Value of services recieved (in Kunas and Lipas)
1	SI	58965173	61.247,11	00,00
<b>Total value</b>			<b>61.247,11</b>	<b>00,00</b>

### 1.1.3 VAT-ZP

An integral part of the VAT Statement is report ZP, that is, the Summary Application for the delivery of goods and services rendered to other EU Member States, if such entries were within a certain period

Select "VAT report ZP DS" from the list. New window will automatically open.

TELL ME WHAT YOU WANT TO DO
↗ ✕

vat ds



Go to Reports and Analysis
Show less (3)

📄 VAT Form DS
Reports and Analysis

📄 VAT report ZP DS
Reports and Analysis
🔖

📄 VAT report PDV-S DS
Reports and Analysis

Taxation reference period in this window is automatically filled with previous taxation period, since current period is not finished yet. Click Preview to create a report.

VAT REPORT ZP DS  

Enter month .....

Enter year .....

Export to XML ..... ☐

**VAT ZP Report**

**SUMMARY DECLARATION**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">REGIONAL MANAGEMENT BRANCH OFFICE</td> <td style="width: 50%;">Zagreb</td> </tr> <tr> <td>OFFICE</td> <td></td> </tr> </table>	REGIONAL MANAGEMENT BRANCH OFFICE	Zagreb	OFFICE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">VAT Identification No.</td> <td style="width: 50%;">HR14948753009</td> </tr> <tr> <td>Taxpayer (name/Firstname and Surname)</td> <td>DignetSoftware</td> </tr> <tr> <td>Address (town,street and number)</td> <td>Cebini 28 Novi Zagreb</td> </tr> <tr> <td>VAT identification number without the tax representative</td> <td>HR</td> </tr> </table>	VAT Identification No.	HR14948753009	Taxpayer (name/Firstname and Surname)	DignetSoftware	Address (town,street and number)	Cebini 28 Novi Zagreb	VAT identification number without the tax representative	HR
REGIONAL MANAGEMENT BRANCH OFFICE	Zagreb												
OFFICE													
VAT Identification No.	HR14948753009												
Taxpayer (name/Firstname and Surname)	DignetSoftware												
Address (town,street and number)	Cebini 28 Novi Zagreb												
VAT identification number without the tax representative	HR												

Ord. No.	Country Code	Recipient VAT Identification No.(w/o Country Code)	Values of goods supplies (in Kunas and Lipas)	Value of goods delivered by the processes 42 and 63 (in kunas and Lipas)	The values of supplies of goods within the framework of the tripartite work (in Kunas and Lipas)	The values of the services performed (in Kunas and Lipas)
1	DE	458963287	00,00	00,00	00,00	38.604,24
<b>Total values</b>			<b>00,00</b>	<b>00,00</b>	<b>00,00</b>	<b>38.604,24</b>

#### 1.1.4 OPZ-stat

A statistical report on arrears of receivables that are unpaid. Income tax payers submit it by 30.04. for the previous year.

Report can be found manually under VAT Reporting in General Ledger or you can type "OPZ" into the Search bar. Once you click on "OPZ-stat (HR) DS" new window will automatically open.



TELL ME WHAT YOU WANT TO DO

↗ ✕

opz ds

Go to Reports and Analysis

Statistics Report DS

Reports and Analysis

Here you need to enter last day of previous year and click Preview.

STATISTICS REPORT DS

🔖 ↗

Due Date:

31.12.2019.

📅

Document Date:

31.1.2020.

Adjust to prescribed XML ...

☐

Export to XML

☐

Filter: Customer

OPZ STATISTICS REPORT													
ON PAST DUE INVOICES ON DATE				31.12.2019. WHICH ARE NOT PAYED UNTIL				31.12.2019.					
I. INFORMATION ABOUT TAX PAYER/REPORT APPLICANT													
COMPANY NAME/CUSTOMER FULL NAME:				DignetSoftware									
OIB No.:				14948753009									
ADDRESS:				Cebini 28									
II. INFORMATION ON THE PAST DUE INVOICES THAT HAVE BEEN ISSUED PURSUANT TO THE PROVISIONS OF VAT LAW													
No.	VAT CODE	VAT NUMBER	COMPANY NAME/CUSTOMER FULL NAME:	INVOICE ORD. NO.	INVOICE NO.	INVOICE DATE	DUE DATE	LATE PAYMENT DAYS	INVOICE AMOUNT	VAT AMOUNT	TOTAL INV. AMOUNT INCL. VAT	PAID INVOICE AMOUNT	UNPAID INVOICE PORTION
1	2	3	4	5	6	7	8	9	10	11	12(10+11)	13	14(12-13)
1	1	HR796851236589	Domaći kupac										
				1	41/1/19	15.2.2019.	15.2.2019.	319	16.500,00	4.125,00	20.625,00	15.000,00	5.625,00
				2	13/1/19	2.8.2019.	2.9.2019.	120	4.000,00	1.000,00	5.000,00	4.402,50	597,50
				3	14/1/19	3.8.2019.	3.9.2019.	119	4.000,00	1.000,00	5.000,00	0,00	5.000,00
				4	37/1/19	9.9.2019.	9.10.2019.	83	15,00	3,75	18,75	0,00	18,75
				5	43/1/19	27.11.2019.	27.12.2019.	4	2.000,00	0,00	2.000,00	0,00	2.000,00
				Ukupno:					26.515,00	6.128,75	32.643,75	19.402,50	13.241,25
2	3		Domaći kupac 2019										
				1	TEST ZAT KAMATA	15.6.2018.	20.6.2018.	559	8.000,00	2.000,00	10.000,00	0,00	10.000,00
				Ukupno:					8.000,00	2.000,00	10.000,00	0,00	10.000,00
III. INFORMATION ON THE TOTAL PAST DUE INVOICES THAT HAVE BEEN ISSUED PURSUANT TO THE PROVISIONS OF CSF													
No.	TOTAL INV. AMOUNT INCL. VAT							VAT AMOUNT					
1.	2.							3.					

## 1.2 VAT Forms with option for import to e-Tax service

All the VAT forms listed above have the option to be saved as e-Tax Import XML file to facilitate their timely and accurate submission.

If you want to create xml file to be uploaded to e-Tax service, you should mark field Export to E-Porezna (E-Tax) and then click Preview. The field is located on request page of every report.

VAT FORM DS

From date ..... 1.8.2020.

To date ..... 31.8.2020.

Month of calculation ..... 8

Calculation No. .... 0

Pre-tax correction ..... 0,00

Under the previous calculation: unpaid taxes up to th... ..... 0,00

Return ..... 0,00

Deposit ..... 0,00

Transfer of return ..... 0,00

The amount of the annual proportional to reclaim inp... ..... 0,00

Export to E-porezna ..... ☒

Delivery value

II. TAXABLE SUPPLIES

1 (5%) ..... 0,00

Send to... Print Preview Cancel

VAT REPORT PDV-S DS

Enter month ..... 4

Enter year ..... 2020

Export to XML ..... ☒

Send to... Print Preview Cancel

VAT REPORT ZP DS

Enter month ..... 4

Enter year ..... 2020

Export to XML ..... ☒

Send to... Print Preview Cancel

Required elements for importing data into e-Tax are filled directly from NAV when creating XML file

# VAT Forms Setup

All user accessible setup data for VAT forms can be found on the VAT Reporting setup page:

VAT Reporting Setup

Reports VAT e-mail

Reports VAT FAX

+38516462165

Reports VAT Name

Maja

Reports VAT Surname

Reports VAT Phone

+38516462165

PDV-S filter

PPO filter

PPO-0|PPO-25

ZP filter

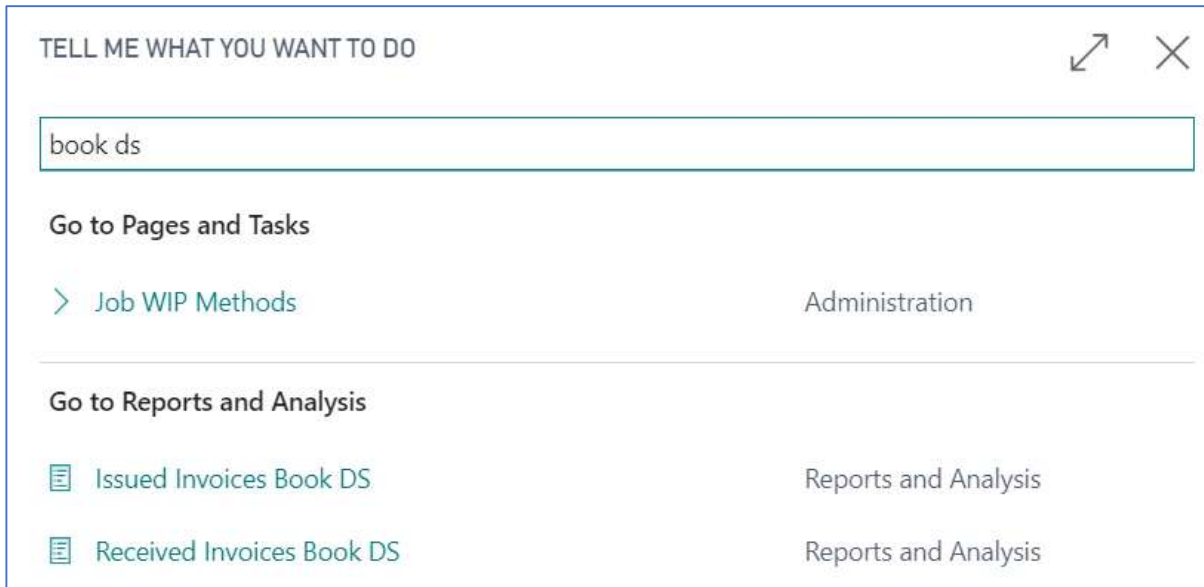
Please note the only parameters that can be changed are information as to who represents your company for taxation purposes and how to contact them as well as default filters for some VAT forms. The structure of the forms themselves is not configurable and complies with the e-Tax system requirements in order for the forms to be successfully loaded and submitted.

Any changes in setup regarding structure must be performed by Dignet and only when legal requirements or reporting formats change, as detailed knowledge of Croatian tax rules and formats is required.

### 1.3 VAT books (Issued invoice / Received invoices)

In addition to VAT statements, Received and Issued invoice books are obligatory for submission to tax authorities. They enable inspection and control of VAT amounts shown in the VAT statement. These Books have options for preview and printing and export to XML data format for import into e-Tax for a given tax period.

The simplest way to find the invoices books is by typing "book ds" in the Search bar.



TELL ME WHAT YOU WANT TO DO

book ds

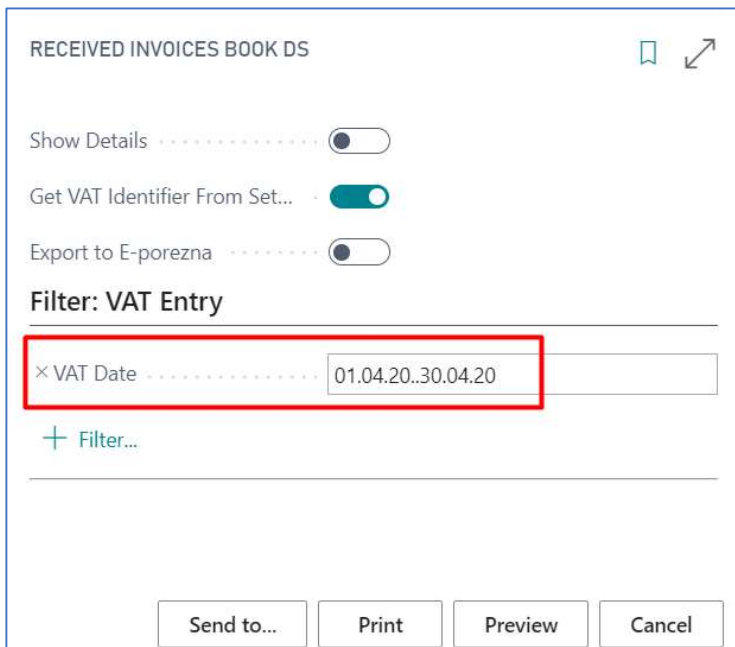
Go to Pages and Tasks

- > Job WIP Methods Administration

Go to Reports and Analysis

- Issued Invoices Book DS Reports and Analysis
- Received Invoices Book DS Reports and Analysis

Select the wanted book and click on link. A new window will appear with various options and filters. The VAT date filed is mandatory and need to be filled with either a taxation period or a specific single day. All other fields and filters are optional.



RECEIVED INVOICES BOOK DS

Show Details ☐

Get VAT Identifier From Set... ☒

Export to E-porezna ☐

Filter: VAT Entry

× VAT Date 01.04.20..30.04.20

+ Filter...

Send to... Print Preview Cancel



RECEIVED INVOICES BOOK DS

Show Details ☐

Get VAT Identifier From Set... ☒

Export to E-porezna ☐

**Filter: VAT Entry**

× VAT Date

+ Filter...

**Send to...** Print Preview Cancel

RECEIVED INVOICES BOOK DS

Show Details ☐

Get VAT Identifier From Set... ☒

Export to E-porezna ☐

**Filter: VAT Entry**

× VAT Date

+ Filter...

**Choose file type...**

- ☒ PDF Document
- ☐ Microsoft Word Document
- ☐ Microsoft Excel Document
- ☐ Schedule...

OK Cancel

These options and functionalities are available for all reports, including DS.

Received invoice books have an additional option to export to xml file since it is mandatory to submit it including VAT Form.

RECEIVED INVOICES BOOK DS

Show Details ☐

Get VAT Identifier From Set... ☒

Export to E-porezna ☒

**Filter: VAT Entry**

× VAT Date

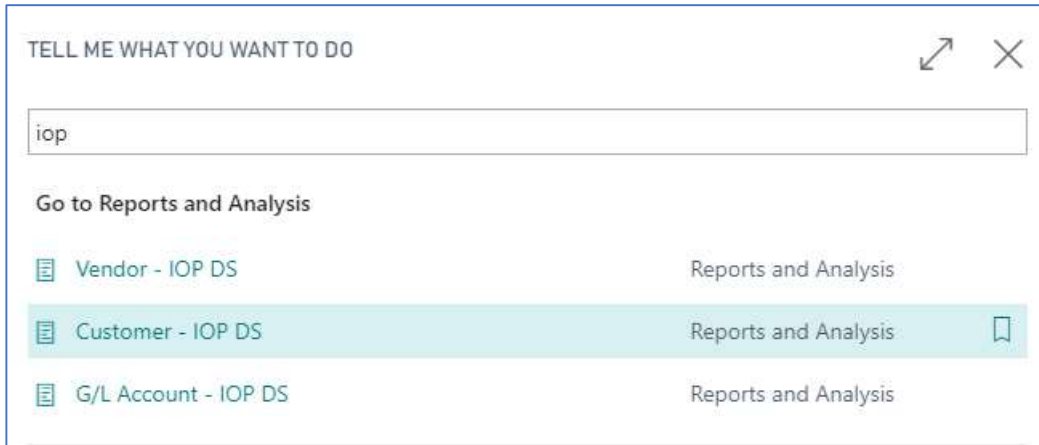
+ Filter...

Send to... Print **Preview** Cancel

## 1.4 Open entries of customer and vendor (IOP)

Report for reviewing open entries of customers or vendors on a specific day of your choice.

Reports are easily accessed by using the Search bar and typing "IOP", then choose the preferred IOP report.



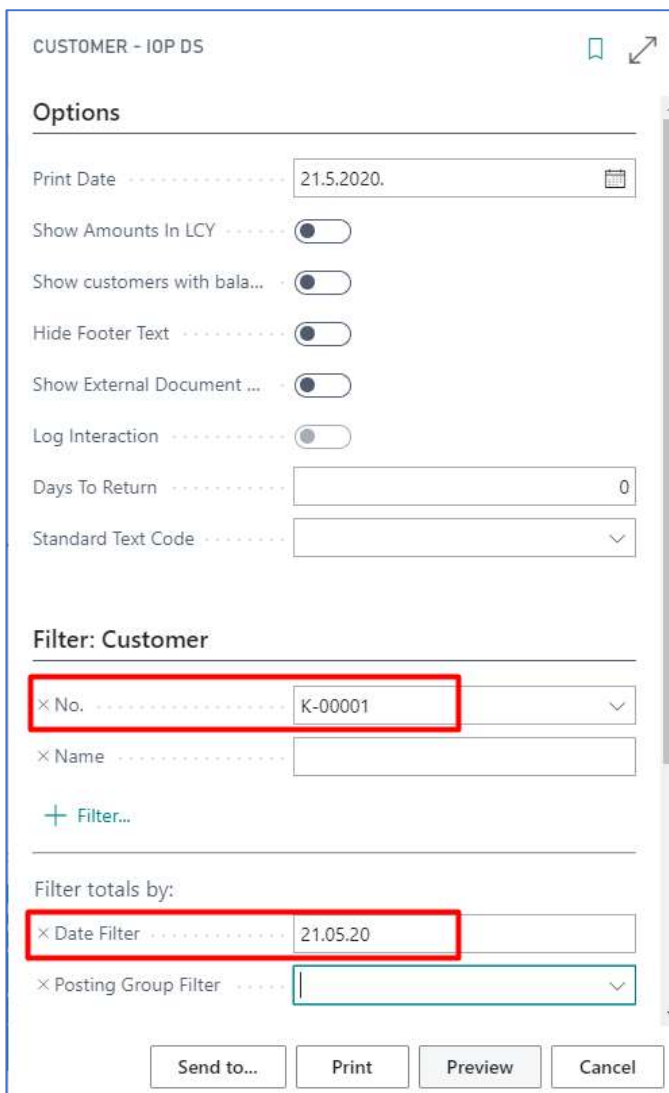
TELL ME WHAT YOU WANT TO DO

Search bar: iop

Go to Reports and Analysis

Report Name	Category	Bookmark
Vendor - IOP DS	Reports and Analysis	
Customer - IOP DS	Reports and Analysis	
G/L Account - IOP DS	Reports and Analysis	

In the next window Filter date and Customer or Vendor should be entered.



CUSTOMER - IOP DS

Options

Print Date: 21.5.2020

Show Amounts In LCY: ☐

Show customers with bala...: ☐

Hide Footer Text: ☐

Show External Document ...: ☐

Log Interaction: ☐

Days To Return: 0

Standard Text Code:

Filter: Customer

X No.: K-00001

X Name:

+ Filter...

Filter totals by:

X Date Filter: 21.05.20

X Posting Group Filter:

Buttons: Send to..., Print, Preview, Cancel

There is also an option to enter a deadline in days by which the customer / vendor is obliged to return the verified IOP.

CUSTOMER - IOP DS

**Options**

Print Date ..... 21.5.2020.

Show Amounts In LCY ..... ☐

Show customers with bala... ☐

Hide Footer Text ..... ☐

Show External Document ... ☐

Log Interaction ..... ☐

**Days To Return** ..... 8

Standard Text Code .....

Open entries of customers or vendors can also be printed with an added reconciliation note as required by Croatian law.

**PRINT OF OPENED ENTRIES on day 14. May 2020**  
For Accounts: 12000, 22400, 22425

**Zagrebačka banka d.d.**  
Trg bana Josipa Jelačića 10  
HR-10000 Zagreb  
Hrvatska  
OIB:92963223473

**DignetSoftware d.o.o.**  
HR-10000 Zagreb  
OIB:14948753009

Document Date	Document Type	Document No.	Description	Due Date	Currency Code	Debit Amount	Credit Amount	Remaining Amount
31.12.2018		PRUJ-18-209	S K-DOM na K-DOM AV 25	31.12.2018	HRK	0,00	187,50	- 187,50
31.12.2018		PRUJ-18-209	S K-DOM na K-DOM AV 25	31.12.2018	HRK	0,00	187,50	- 187,50
13.11.2019	Invoice	609-119-100	Faktura NIF-18-0992	23.11.2019	HRK	200,00	0,00	200,00
13.11.2019	Invoice	610-119-100	Faktura NIF-18-0993	23.11.2019	HRK	4.000,00	0,00	4.000,00
13.11.2019		PRUJ-19-112	Zagrebačka banka d.d.	13.11.2019	HRK	375,00	0,00	375,00
13.11.2019		PRUJ-19-112	Zagrebačka banka d.d.	13.11.2019	HRK	0,00	375,00	- 375,00
28.11.2019	Invoice	617-119-100	Order PNN-18-0007	08.12.2019	HRK	110,00	0,00	110,00
<b>Total/Balance At Date 14. May 2020 HRK</b>						<b>4.685,00</b>	<b>750,00</b>	<b>3.935,00</b>

Sender of the extract: \_\_\_\_\_ We confirm the conformity with open items: \_\_\_\_\_

Place and date: \_\_\_\_\_ Place and date: \_\_\_\_\_

Zagreb, 14.05.2020

You are kindly asked to send the confirmation within 8 day(s), otherwise we will assume state as adjusted.  
Note: We do not accept the balance in whole/partially (for the amount): \_\_\_\_\_ HRK

for the following reasons: \_\_\_\_\_

\_\_\_\_\_

Date and signature \_\_\_\_\_



## 1.5 Customer or vendor detailed trial balance

DS reports are customized to show only relevant data, sorted for easier analyzes. Aside from standard report filters, the report is customized to show all detailed transactions or just the summary data per Customer/Vendor Posting Group. Some of the columns in report are Due Date, Original amount of document, Balance amount.

At the report request page user should enter Customer, Date filter. Other filters are optional.

CUSTOMER - DETAIL TRIAL BAL. DS

Hide Ledger entries

Filter: Customer

No. K-00005

+ Filter...

Filter totals by:

Date Filter 01.01.20..30.04.20

Posting Group Filter

+ Filter...

Send to... Print Preview Cancel

Shown below is the detailed version. Report can be save in Excel, Word or PDF format.

Customer - Detail Trail Balance

Period: 01.01.20..30.04.20

Company information

Dignit DEMO

Address

Cebini 28, Zagreb

OIB

14948753009

Phone

+38516462165

Fax

Customer Info

INTREX D.O.O.

Address

Trkalčićeva 13, Zagreb

OIB

81919518448

21. svibnja 2020.

Page 1

DIGNETDANIELAM

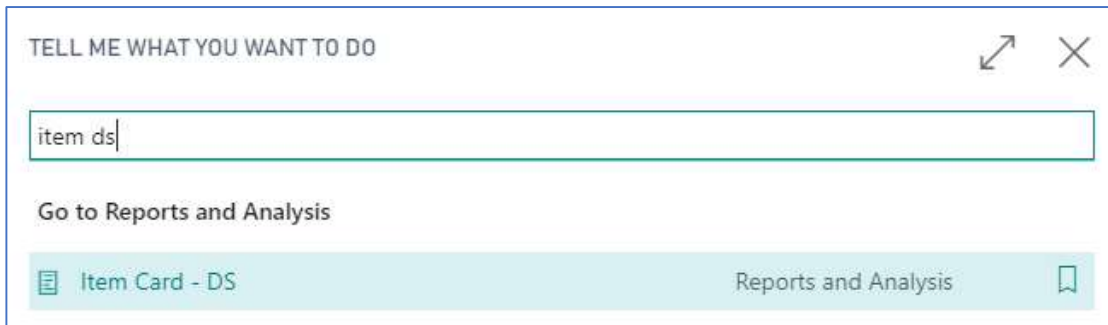
No.: K-00001, Date Filter: 01.01.20..30.04.20

Posting Date	Due Date	Document Type	Document No.	Currency	Amount	Balance	Debit Amount(LCY)	Credit Amount (LCY)	Balance (LCY)
K-DOM - Payables Account: 1200 Potr. od kupaca					Balance before period	0,00			0,00
03.01.2020.	03.01.2020.	Payment	PB2-20-002		-500,00	-500,00	0,00	500,00	-500,00
10.02.2020.	10.02.2020.	Invoice	IFA-20-00005		108,82	-391,48	108,82	0,00	-391,48
15.02.2020.	15.02.2020.	Invoice	IFA-20-00005		625,00	233,52	625,00	0,00	233,52
15.02.2020.	15.03.2020.	Invoice	IFA-20-00006		1.548,75	1.782,27	1.548,75	0,00	1.782,27
25.02.2020.	25.02.2020.	Invoice	IFA-20-00008		203,40	1.985,67	203,40	0,00	1.985,67
31.03.2020.	30.04.2020.	Invoice	IFA-20-00010		1.965,75	3.951,42	1.965,75	0,00	3.951,42
15.04.2020.	15.04.2020.	Invoice	PIFA-20-00001		475,00	4.426,42	475,00	0,00	4.426,42
15.04.2020.	15.04.2020.	Payment	IZV009		-475,00	3.951,42	0,00	475,00	3.951,42
Total for: K-DOM						3.951,42	4.926,42	975,00	3.951,42
Total (LVT) before period:						0,00	0,00	0,00	0,00
Total (LVT) in period:						3.951,42	4.926,42	975,00	3.951,42
Total (LVT)						3.951,42	4.926,42	975,00	3.951,42

## 1.6 Item card report

Item card DS report is customized in the way that shows more data than the standard item report. This way report is more useful and better for analyzing inventory stock and value.

For opening Item card in Search bar type "Item ds". Report Item Card will be listed below. Select and click on link.



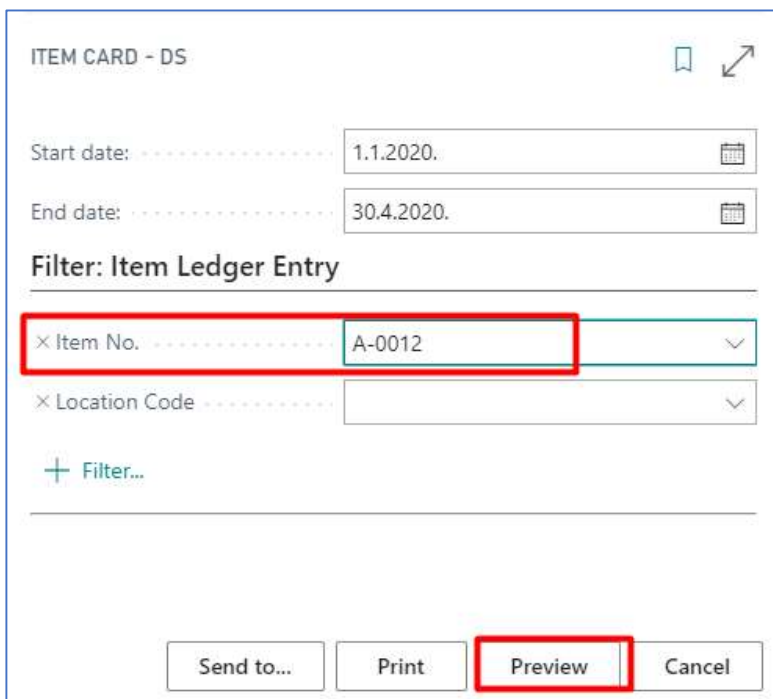
TELL ME WHAT YOU WANT TO DO

item ds

Go to Reports and Analysis

Item Card - DS Reports and Analysis

A new window will appear where you can enter period for which you want to see data. You can also enter Item No.



ITEM CARD - DS

Start date: 1.1.2020.

End date: 30.4.2020.

Filter: Item Ledger Entry

× Item No. A-0012

× Location Code

+ Filter...

Send to... Print Preview Cancel

When all necessary data is entered, click Preview.

For period from 01.01.20 to 30.04.20

Posting date	Entry No.	Document type	Document No.	Customer/Vendor	Quantity	Location Balance Qty	Invoiced Quantity	Unit Cost	Cost Amount	Location Value	Unit Price	Sales Amount
<b>Item No.:A-0012;Description:Matična ploča ASUS B450+;UoM:KOM</b>												
<i>Item No.:A-0012;Description:Matična ploča ASUS B450+;UoM:KOM;Location Code:VP</i>												
12.2.2020.	5	Purchase Receipt	PR-20-00005	INSTAR INFORMATIKA d.o.o. za trgovinu i usluge	20	37	20	280	5600	5600	0	0
20.2.2020.	18	Posted Assembly	SAST-00002		-2	35	-2	280	-560	5040	0	0
21.2.2020.	13	Posted Assembly	SAST-00001		-1	34	-1	280	-280	4760	0	0
28.2.2020.	51		INV-03		-1	33	-1	280	-280	4480	0	0
<i>Total for Location Code:VP;Item No.:A-0012</i>									4480			
<b>Total for Item No.:A-0012</b>									4480			

## 1.7 Trial balance

This report shows the balance of the G/L accounts for the previous period, the net-change and balance in the period and the balance at the end of the period.

Summary G/L accounts are bolded and have clearly indicated totals for easier control.

For opening this report, you can use the Search bar and type "trial balance ds".

You can also find it manually in Departments ➤ Financial Management ➤ General Ledger ➤ Reports. Scroll down to Financial Statement. Select Trial Balance DS report.

TRIAL BALANCE DS

Options

Skip Account without Net ... ☒

Rounding Factor ..... 0

Remove subtotals ..... ☒

Filter: G/L Account

× No. ....

× Account Type ..... Posting

+ Filter...

Filter totals by:

× Date Filter ..... 01.01.20..30.04.20

+ Filter...

Send to... Print Preview Cancel

# Trial Balance

Period: 01.01.20..30.04.20

Dignet DEMO

21.5.2020. 9:54

Page 1/5

DIGNET/DANIJELAM

G/L Account: Date Filter: 01.01.20..30.04.20

No.	Name	Starting Balance On 31.12.19		Net Change 01.01.20 .. 30.04.20		Net Change Balance 01.01.20 .. 30.04.20		Ending Balance On 30.04.20	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
0	POTR. ZA UPISANI KAPITAL I DUGOT. IMOVINA			1.040.916,67	333.407,31	1.040.916,67	333.407,31	707.509,36	
03	POSTROJENJA, OPREMA, ALATI, INVENTARI I TRANSP.			1.040.916,67	333.407,31	1.040.916,67	333.407,31	707.509,36	
030	Postrojenja					5.000,00		5.000,00	
0300	Tehnicka postr., uređaji, spremnici i dr.			5.000,00		5.000,00		5.000,00	
032	Alati, posredski inv. i transportna im.			1.035.000,00		1.035.000,00		1.035.000,00	
0320	Transportna im.			1.035.000,00		1.035.000,00		1.035.000,00	
03200	Osobni automobili za osobni prijevoz			1.035.000,00		1.035.000,00		1.035.000,00	
032000	Osobni automobili za osobni prijevoz			1.035.000,00		1.035.000,00		1.035.000,00	
037	Materijalna im. u pripremi				300.000,00		300.000,00		300.000,00
0370	Osobni automobili i transp. sredstva u pripremi				300.000,00		300.000,00		300.000,00
039	Ak. amortizacija postrojenja i opreme			916,67	33.407,31	916,67	33.407,31	32.490,64	
0391	Ak. am. opreme				166,67		166,67		166,67
0393	Ak. am. os. automobila, plovila i zrakoplova			916,67	33.240,64	916,67	33.240,64	32.323,97	
1	NOVAC, KRAT. FINANCIJSKA IMOVINA, KRAT. POTR.	227,39		236.221,88	30.832,77	236.449,27	30.832,77	205.616,50	
10	NOVAC U BANKAMA I BLAGAJNAMA	227,39		21.555,25	29.368,00	21.782,64	29.368,00	7.569,36	
100	Transakcijski računi u bankama			1.075,00	8.348,10	1.075,00	8.348,10	5.273,10	
1000	Transakcijski računi u bankama			1.075,00	8.348,10	1.075,00	8.348,10	273,10	
10002	PBZ - HRK			1.075,00	1.348,10	1.075,00	1.348,10	273,10	
1009	Transakcijski prijelazni račun				5.000,00		5.000,00	5.000,00	
102	Blagaine	227,39		5.480,25	460,00	5.707,64	460,00	5.247,64	
1020	Glavna blagajna (uključivo i plemenitih metala)	227,39		5.480,25	460,00	5.707,64	460,00	5.247,64	
103	Devizni računi			15.000,00	22.559,90	15.000,00	22.559,90	7.559,90	
1030	Devizni račun u domaćoj banci (an. po devizama)			15.000,00	7.559,90	15.000,00	7.559,90	7.440,10	
10301	PBZ-EUR			15.000,00	7.559,90	15.000,00	7.559,90	7.440,10	
1039	Prijelazni devizni račun			15.000,00		15.000,00		15.000,00	
12	POTR. (krat.)			9.690,10	1.555,25	9.690,10	1.555,25	8.134,85	
120	Potr. od kupaca			8.070,17	1.555,25	8.070,17	1.555,25	6.514,92	
1200	Potr. od kupaca			8.070,17	1.555,25	8.070,17	1.555,25	6.514,92	
121	Kupci iz EU i iz trećih zemalja			1.619,93		1.619,93		1.619,93	
1210	Kupci dobara iz EU			1.259,99		1.259,99		1.259,99	
1211	Kupci dobara iz trećih zemalja			359,94		359,94		359,94	
14	POTR. OD DRŽAVE ZA POREZE, CARINU I DOPRINOSE			204.976,53	-90,48	204.976,53	-90,48	205.067,01	
140	Porez na dodanu vrijednost			204.976,53	-90,48	204.976,53	-90,48	205.067,01	
1400	Pretp. po primljenim isporukama i predujmovima u R			194.110,02	-190,48	194.110,02	-190,48	194.300,50	
14001	Pretp. po ulaznim računima			194.110,02	-190,48	194.110,02	-190,48	194.300,50	
140010	Pretp. - 5%			98,52	-190,48	98,52	-190,48	289,00	
140011	Pretp. - 13%			71,50		71,50		71,50	
140012	Pretp. - 25%			193.940,00		193.940,00		193.940,00	
1401	Pretp. iz pren. porezne obveze u tužmatvri - 25%			625,00		625,00		625,00	
14011	Pretp. tužmatvri PPO - 25%			625,00		625,00		625,00	
1402	Pretp. od stjecanja dobara unutar EU							481,85	
14020	Pretp. od stjecanja dobara iz EU - 5%							65,00	

There is an option to skip G/L accounts without entries to make the report more transparent and easier to read. You can mark that field on the request page to get the condensed version of the report:

TRIAL BALANCE DS

Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters

Options

Skip Account without Net Change

Rounding Factor 0

Remove subtotals


## 1.8 Printout of sales documents according to Croatian regulations

The documents considered here as sales documents are invoice, credit memo, delivery note, prepayment invoice, prepayment credit memo and final invoice.

All elements that are required by law are clearly visible on the printout.

Documents can be printed in Croatian and English, depending on the language code setting on the customer card. Documents can be saved as pdf file for sending it via e-mail.

You can choose to print sales document right after posting it with function Post and Print or you can print document later. If you go to posted document, click to Actions ➤ Print.



Domaći kupac  
Vukovarska 25  
HR-20000 Dubrovnik  
Hrvatska  
VAT Registration HR796851236589

DignetSoftware  
Cebini 28  
HR-10020 Novi Zagreb  
Hrvatska  
OIB 14948753009  
Phone No. +385 1 6462 165

Document Date 26. August 2020  
Shipment Date 15. April 2020  
Due Date 26. August 2020  
Creating Date 15. April 2020, 9:19:35  
Payment method code

**Invoice No.: 80/1/19**

Description	Quantity	Unit of Measure	Unit Price exc. VAT	VAT %	Discount %	Amount
Prihodi od knjig, usluga por savje, rev usl i sl	1		1,000,00	25		1,000,00
Prihodi od knjig, usluga por savje, rev usl i sl	1		1,000,00	13		1,000,00
Prihodi od knjig, usluga por savje, rev usl i sl	1		1,000,00	0		1,000,00
<b>Total HRK Excl. VAT</b>						<b>3,000,00</b>
VAT Amount						380,00
<b>Total HRK Incl. VAT</b>						<b>3,380,00</b>

VAT %	VAT Base	VAT Amount
0	1,000,00	0,00
13	1,000,00	130,00
25	1,000,00	250,00
<b>Total</b>	<b>3,000,00</b>	<b>380,00</b>

Isporuke oslobođene PDV-a temeljem čl. 14 i 43, čl. 46-49, čl. 51-54, i čl. Zakona o porezu na dodanu vrijednost ("Narodne novine", br. 73/13, 148/13, 143/14; Rješenje USRH 99/13, 153/13)

Made by: \_\_\_\_\_

## 2 ADVANCE PACK FEATURES

### 2.1 Integration with banks through SEPA format files

If your bank gives you the option to save a bank statement for import into the program, it can be imported into the payment journal. If Bank reconciliation journal is used, then after bank statement is imported it can reconcile entries on bank statement with already posted Bank account ledger entries – for example payments made and posted on Payment journal.

The screenshot shows the 'Bank Acc. Reconciliation' window. The 'Bank' tab is selected and highlighted with a red box. Below the tabs, the 'Import Bank Statement' button is highlighted with a red box and a red arrow. The window contains fields for 'Bank Account No.', 'Statement No.', 'Statement Date', 'Balance Last Statement', and 'Statement Ending Balance'. At the bottom, there are two tables: 'Bank Statement Lines' and 'Bank Account Ledger Entries'. The 'Bank Statement Lines' table has columns for Transaction Date, Type, Description, Statement Amount, and Applied. The 'Bank Account Ledger Entries' table has columns for App..., Posting Date, and Document Type. A red arrow points to the 'Import Bank Statement' button.

All entries that cannot be reconciled with Bank account ledger entries can be transferred to General journal and then posted.

The screenshot shows the 'Bank Acc. Reconciliation' window. The 'Process' tab is selected and highlighted with a red box. Below the tabs, the 'Transfer to General Journal...' button is highlighted with a red box and a red arrow. A tooltip message 'Transfer the lines from the current window to the general journal.' is visible. The window contains fields for 'Bank Account No.', 'Statement No.', 'Statement Date', 'Balance Last Statement', and 'Statement Ending Balance'. At the bottom, there are two tables: 'Bank Statement Lines' and 'Bank Account Ledger Entries'. The 'Bank Statement Lines' table has columns for Transaction Date, Type, Description, Statement Amount, and Applied. The 'Bank Account Ledger Entries' table has columns for App..., Posting Date, and Document Type. A red arrow points to the 'Transfer to General Journal...' button.

If Payment reconciliation journal is used then after bank statement is imported it can reconcile entries on bank statement with already posted Bank account ledger entries, with customer/vendor open entries or can suggest accounts for posting according to Map Text

to account setup. All not reconciled amounts can be settled up to be posted to specific account using Transfer Difference to Account function.

PAYMENT RECONCILIATION JOURNAL

Manage **Process** Manual Application Review View Posting Line More options

Import Bank Transactions... Apply Automatically

Transaction Confidence	Transaction Date	Transaction Text	Transaction Amount	Applied Amount	Difference
→ None	21.5.2020.		0,00		

This functionally imply preparation of files in SEPA format for uploading to net-banking to make payments. It is standard functionality but it had to be modified to compile to Croatian banks files.

Payment journal can be used to prepare files in SCTHR format (standard SEPA format modified for Republic of Croatia) for uploading to net-banking to make payments.

Payments can be prepared by using Suggest Vendor payments. This can suggest payments according criteria that are used (date, posting groups, specific vendors...). Or it can be manually entered into payment journal (if you want to pay something according to offer or without invoice). After payments are prepared it can be exported and created xml file that can be imported in bank system for payment.

PAYMENT JOURNALS

Batch Name IZVODI

Manage Process Bank **Prepare** Approve Post/Print Line Account Check More options

Suggest Vendor Payments... Suggest Employee Payments... Calculate Posting Date

Posting Date	VAT Date	Document Type	Document No.	Account Type	Account No.	Description	Currency Code	Amount	Amount (LCY)	Debit Amount	Cre
15.4.2020.	:	Payment	IZVOD10	Vendor	D-00003	GARDEN D.O.O.		5.000,00	5.000,00	5.000,00	



## **2.2 eInvoice**

The Dignet localization supports sending of Sales Invoices and Credit Memos as well as receipt of Purchase Invoices and Credit Memos thru third party eInvoice providers. E-invoices are in essence invoices and credit memos sent in a specific format (defined by the European Union and/or the local government) in such a way that full accountability exists. It can always be confirmed when a document was sent, if it has been received and when. The integrity and source of the document are also verifiable.

This exchange of documents is enabled by third-party service providers. The standard provider supported by the standard Dignet e-Invoice module is Moj-Eračun. Proper registration with this service provider and connection setup in NAV is required before e-Invoice functionalities can be used from within NAV. Registration and provision of connection data is the client's responsibility.

### **2.2.1 Sending Sales eInvoices (applies also to Credit Memos)**

On the Posted Sales Invoices additional actions have been provided for sending invoices to clients. For immediate sending of Invoice, select the "Send eInvoice" option.

Upon executing this action (may take up to 30 seconds depending on Internet connection speed and service saturation at the time of day), NAV will immediately update the Posted Sales Invoice with additional eInvoice information indicating the status of sending and the unique ID number every document receives when sent.

If the invoice has been successfully sent, the indicated status will be "Sent".

If the information shown under "eRacun Id" is empty, most likely there is no connection to the third-party services provider or internet in general.

Otherwise, if an "eRacun ID" has been returned, the problem is with the document data itself. The most common source of problems are invalid VAT ID or e-Mail addresses entered in the customers data.

### **2.2.2 Sales List information**

In addition to eInvoicing information shown on the Posted Sales Invoice itself, the information is also available on the Posted Sales Invoices List:

This enables you to quickly filter all documents based on their e-Invoice status and determine which documents have not been sent yet.



### **2.2.3 Sending Attachments**

E-invoices are capable of having multiple attachments. The most common type of attachment is a PDF version of the Posted Sales Invoice itself. This attachment is created automatically when sending documents (created by printing the Sales Invoice to PDF).

It is also possible to send multiple additional attachments. These attachments are supplemental documents and must be available as PDF files. A typical second attachment would be an invoice specification or notifications of changes in sales or service terms. Please note that such additional attachments are external files and are not automatically created or added by NAV.

Additional attachments can be added to the Posted Sales Invoice before sending eInvoice.

### **2.2.4 Receiving Purchase eInvoices (applies also to Credit Memos)**

Importing received e-invoices is also additional feature within localization.

For importing eInvoice in NAV, using search bar you should open eInvoice Import functionality. Then click Receive Documents button.

Functionality will automatically import all new invoices received thru eInvoice platform.

While importing, functionality will mark imported invoice, so that next you start Importing, these invoices will be skip. This way possibility to post same invoice twice will be avoided.

As soon as these lines are imported to eInvoice Import table, transferring data to Purchase order or Purchase invoice will start, too.

Once data were imported to orders or invoices, field "IsImported" will have mark. If there were some error and order/invoice is not created, these field will stay blank.

### **2.2.5 Purchase List information**

If order/invoice is created out of eInvoice import, field "Electronic Id", which is located in document header, will have value. That same value you can find in eInvoice Import table shown in section above. This way received and imported eInvoices are easily identifiable.

Information is also available on the Purchase Order list or Purchase Invoices List.

### **2.2.6 Setups**

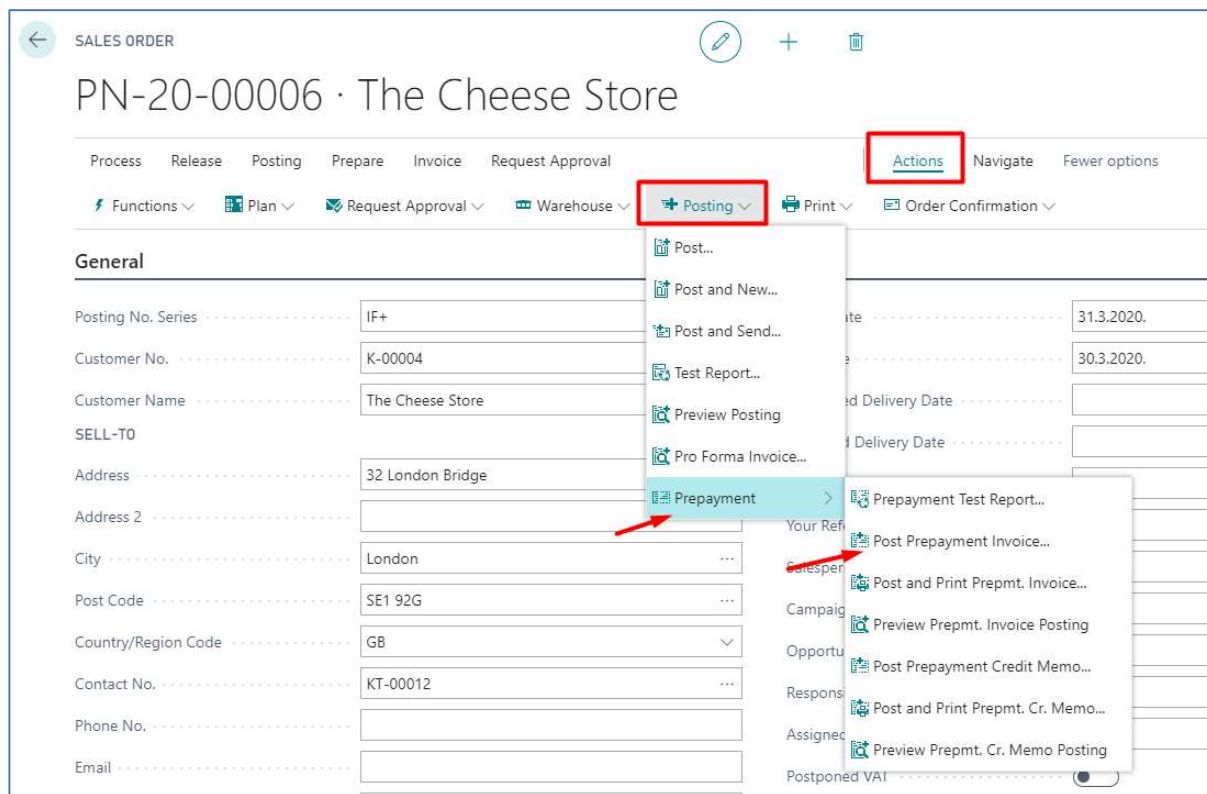
Only setup that client needs to enter is valid VAT Id on both Customer's and Vendor's card. And valid e-mail address on Customer's card to which eInvoice notification will be send.

All other setups are technical nature and Dignet will filled them in as needed.

## 2.3 Modified prepayment invoices and credit memos

This functionality is standard in BC but it had to be modified to compile to Localization posting setup and VAT reports.

This functionality applies to both sales and purchase unposted orders and extends these documents with additional postings for prepayments. Prepayment posting is available from orders as shown below:



Once you entered all necessary data in a sales or purchase order, click on the dropdown list with prepayment document postings. By selecting "Post prepayment invoice".

This will post prepayment invoice which will be listed in Customer's/Vendor's Ledger entries. You can find them among Posted sale or posted purchase invoices. If you defined Posting No. series for Prepayment, this invoices will have different posting number than standard invoices. It posts VAT base amount and VAT amount to G/L accounts as defined in the setup.

Once Prepayment invoice is posted, that Order have status Pending Prepayment.

After the goods have been delivered or services rendered for which a prepayment has been received and posted as described before, the prepayment credit memo and the final invoice from that same order can be posted.

If there were a mistake in prepayment posting, you can cancel with posting Prepayment credit memo. This posting will reverse the previously created prepayment postings.

If prepayment invoice posting is regular, you can just post final invoice from this Order in usual way. Posting of final invoice will automatically cancel prepayment posting in G/L and post another entries for goods or service. This way, final invoice will have amount 0,00.

Final posted invoice which contains all legally required elements for this type of transaction.

HR-10000 Zagreb Hrvatska	CEDINI 28 HR-10020 Novi Zagreb Hrvatska OIB 14948753009 Phone No. +385 1 6462 165
-----------------------------	---

Document Date 17. July 2019 Shipment Date 17. July 2019 Due Date 17. August 2019 Creating Date 17. July 2019, 9:09:19 Payment method code	
---	--

**Invoice No.: 3/1/19**

Description	Quantity	Unit of Measure	Unit Price exc. VAT	VAT %	Discount %	Amount
Poštanski tr.	1		2.000,00	25		2.000,00

	Final Invoice Amount:	2.500,00 kn
	Final Invoice VAT Base:	2.000,00 kn
	Final Invoice VAT:	500,00 kn

	<b>VAT Difference between final and prepayment invoices:</b>	<b>0,00 kn</b>
	<b>By this invoice after calculations of prepayment, difference for payment is</b>	<b>0,00 kn</b>

	Paid with prepayment invoice No. IAVA-19/00004	2.500,00 kn
	VAT Base from prepayment:	2.000,00 kn
	VAT from prepayment 25%:	500,00 kn

Made by:  
 Danijela Montel

## 2.4 Exchange rate download

This automatic entry of the HNB middle exchange rate for the currencies used in daily work, is meant to reduce the possibility of human error in entering it. This service can be preset at Currency Exchgt. Rate Service.

The exchange rate entry procedure is automatically performed at preset day time.

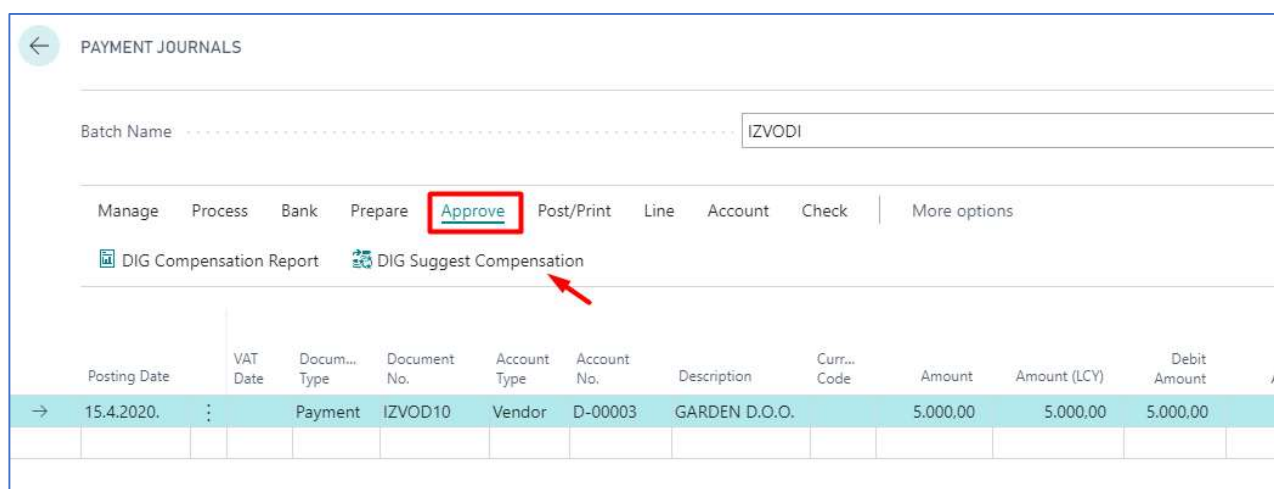
If a different exchange rate is required on certain documents, it can be changed manually on each individual document or journal entry without disturbing the HNB mid-course already entered.

## 2.5 Posting Compensation Proposal

This functionality adds the capability to propose compensations for parties that are both Vendors and Customers to your business. In Croatian terms a compensation is a legal agreement and document by which two parties agree to pay only the difference in due balance and are allowed to use this agreement to close open sales and purchase invoices.

This procedure depends on the Vendor and Customer having the same VAT ID entered in their respective Cards.

The procedure is started from Payment Journals by selecting the action show below:



The screenshot shows the 'PAYMENT JOURNALS' interface. At the top, there is a 'Batch Name' field with the value 'IZVODI'. Below this, there is a horizontal menu with several options: 'Manage', 'Process', 'Bank', 'Prepare', 'Approve', 'Post/Print', 'Line', 'Account', 'Check', and 'More options'. The 'Approve' button is highlighted with a red box. Below the menu, there are two icons: 'DIG Compensation Report' and 'DIG Suggest Compensation'. A red arrow points to the 'DIG Suggest Compensation' icon. Below these elements is a table with columns: 'Posting Date', 'VAT Date', 'Docum... Type', 'Document No.', 'Account Type', 'Account No.', 'Description', 'Curr... Code', 'Amount', 'Amount (LCY)', 'Debit Amount', and 'Ar'. The first row of the table is highlighted in light blue and contains the following data: '→', '15.4.2020.', ':', 'Payment', 'IZVOD10', 'Vendor', 'D-00003', 'GARDEN D.O.O.', '5.000,00', '5.000,00', '5.000,00', and 'Ar'.

Which will create Payment journal entries base on currently open Customer/Vendor ledger entries. The proposed compensation can be manually corrected if necessary.

After the compensation proposal is complete, it should be printed and sent to the Customer/Vendor for confirmation and approval.

## COMPENSATION REPORT No. KOMP-19-006 ON DATE 14.05.20

This statement of compensation proposal is for the due cash receivables between companies:

Account receivables of company DignetSoftware from company Kooperant based on the following documents:

Document Date	Document No.	Due Date	Amount incl. VAT	Amount for Compensation
14.05.20.	22/1/19	18.09.19.	812,50	62,50
14.05.20.	23/1/19	22.09.19.	1.000,00	1.000,00
14.05.20.	24/1/19	22.09.19.	1.950,00	1.337,50

**Total** **2.400,00**

Account receivables of company Kooperant from company DignetSoftware based on the following documents:

Document Date	Document No.	Due Date	Amount incl. VAT	Amount for Compensation
14.05.20.	TEST KOMP	16.08.19.	3.150,00	2.400,00

**Total** **2.400,00**

If You consent to this compensation proposal, please return a singed copy of this document.

If the compensation is accepted by Customer/Vendor, the Payment Journal can be Posted using the standard posting action.

### 3 Additional report features

Some additional reports have been modified to have the capability to view data by posting groups. These reports include the Customer and Vendor Cards and various balance reports as described earlier in the document.

As there is no change in how the reports are used, no manual is necessary. This section serves only as notice that this feature has been added to reports that are otherwise used as standard reports.

For an up to date full list of these reports, please refer to the "NAV2018 - DIGNET Localization - Object list and modifications" document.